



MEMORANDUM

TO: Public School Superintendents and Principals, Charter School Administrators, Accredited Nonpublic School Administrators, and Freeway School Administrators
Non Accredited Nonpublic School Administrators

FROM: Karla Carr, Coordinator of Data Collection and Reporting

DATE: August 13, 2010

RE: Data Collections Update

The information below is an update of the student record and school data collections. Notification of other collections will be sent as soon as dates have been confirmed. Our continuing efforts to ease the burden of data collection and reduce data redundancy are reflected in the data collections for the 10-11 school year.

Data accuracy is important, as data are used for a variety of fiscal and accountability reasons, including funding, Annual Performance Report, Adequate Yearly Progress, Four Star School calculations, Graduation Cohort and federal reporting requirements. Please coordinate with the STN Application Center site administrator, as well as any other relevant individuals at the school or corporation level, to ensure that data submitted for each collection are as accurate as possible.

Please share the information provided below with the STN Application Center site administrator, student data management administrators, business officials, program coordinators in your corporation, as well as non accredited nonpublic schools located in the boundaries of your corporation. All related information, including specific due dates and data layouts, is available online at www.doe.in.gov/stn/welcome.html under the “Data Collection and Reporting” section or the “DOE-Online and K-12 Data Page Data Collection and Reporting” section.

Elimination of Reports (Data Redundancy and Reporting Burden)

A number of reports have been eliminated, as it has been identified that they are no longer necessary (because the legislative reporting requirement has sunset; because the data were not required or were no longer being used; or because the data were redundant and collected elsewhere). These are the reports that will no longer be collected as of 2010-2011:

PE (Pupil Enrollment)—will be captured using the RT (Real Time) data report for public and charter schools and will be captured using the NP (Non-Public Enrollment) for all non-public schools that do not elect to submit the RT report..

DM (Dropout and Mobility)—no longer required for public and charter schools for the 2010-11 school year; will be captured using the RT data report.

PT (Prime Time)—the necessary data will be captured using the CC (Course Completion) and NE (Non-Certified personnel) data reports.

ME (membership) for December and May--once legislatively required, the collection mandate has sunset.

Voc30A—these Career and Tech Ed data are already collected by Department of Workforce Development; data will be shared.

SE (Special Education) for October—this was once used as a “practice” count for the 12/1 submission; the practice is no longer needed.

TN3 (Emergency Drill date report)—this collection is no longer required for accreditation purposes.

RR (Revise and Review)—this report is no longer needed for accreditation purposes; the necessary data are captured through the accreditation assurances online application.

Data Collections Update

Master File (DOE-MF) / Indiana School Directory – Collection Open for 2010-11

The purpose of this data collection is to gather profiles of the corporations and schools used for mailings, school directories, phone contacts, data submission, and email. Principal Alert and Messaging System (PAMS) and Superintendent Alert and Messaging System (SAMS) email contacts are generated from the information provided. Profile information includes the Superintendent name, principal name, email, addresses, and phone numbers of each school and corporation. This information will be collected on-line at www.doe.in.gov/htmls/doemf.html and **will be available for updates throughout the school year. The initial collection is due by September 10, 2010.**

Districts that open and close schools during the school year and schools that change grade span or reconfigure have specific forms to complete. These forms are posted on the above mentioned website. This collection is for public schools, charter schools, accredited nonpublic schools and non accredited nonpublic schools.

Although not available at this time, we are in the process of allowing schools to report additional building sites associated with the main school site to facilitate the needs of the fire marshal and the Sex Offender Registry. More detailed information will be forthcoming.

School Calendar (DOE-CL) – Collection Open for 2010-11

The School Calendar for 2010-11 is now open and will remain open throughout the entire school year for updates. Initial calendars should be completed before August 31, 2010. The calendar is used by the public for scheduling information and on reports for date verification. The calendar can be found at <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx>. This collection is required for public schools, charter schools, accredited nonpublic, and freeway schools and will be certified at the end of the 2010-11 school year.

STN Lookup (DOE-STN) - Collection Open for 2010-11

The STN Lookup is a tool provided for schools to determine whether or not a student has been assigned a STN. A STN should be assigned to a student once and should remain with the student throughout their educational experience. The majority of students educated in Indiana should have already been assigned a STN and should appear in the STN Lookup in the Application Center. All

schools were required to re-identify Ethnicity and race for the 2010-11 school year. This collection is required for public schools, charter schools, accredited nonpublic, and freeway schools.

School Personnel Number (DOE-SPN) Collection Open

This data collection is to obtain a SPN Number for personnel submitted on the 2010-2011 Certified Employee Report (DOE-CE) and used in Learning Connection. Email address has been added to the collection so that direct contact can be made to educators by the DOE. All schools were required to re-identify Ethnicity and race for employees for the 2010-11 school year. The initial collection should be completed by August 31, 2010. This collection is required for public schools, charter schools, accredited nonpublic, and freeway schools.

Expulsions and Suspensions (DOE-ES) – Collection Began July 1, 2010 and due by September 3, 2010.

The purpose of this data collection is to gather data on those students that were suspended or expelled as a form of disciplinary action during the 2009-2010 school year. Modified days of expulsion for firearms along with a description of the firearm will require verification found under Data Verification in the Application Center. Data are used for state and federal reporting. This collection is for public schools and charter schools.

Title I (DOE-TI) – Collection Began July 6, 2010 and due by September 19, 2010

The purpose of this data collection is gather student information on the Title I services a student received throughout the 2009-10 school year. Data are used for federal reporting and to monitor program compliance and effectiveness. This collection is for public schools, charter schools, and accredited nonpublic schools.

Direct Certification (DOE_DC) – Collection Began July 6, 2010 through June 30, 2011

The purpose of this data collection is to expedite the application for the eligibility of the USA Free Lunch benefit program. This required collection is for public schools, charter schools, and accredited nonpublic schools that participate in the National School Lunch Program.

School Board Members Report (DOE-SB) – Collection Began August 2, 2010 and due by August 31, 2010

The purpose of this data collection is to gather demographic information on the makeup of the school board and the school board members for your corporation. This information will be collected on-line at www.doe.in.gov/htmls/doesb.html. Included this year is the email address of the board members. This information will be used by DOE only for specific contact from Dr. Tony Bennett, State Superintendent. This collection is for public schools.

GQE Retest Barcode Labels – Collection Began August 6, 2010 through August 16, 2010

The purpose of this data collection is to gather student information used to obtain pre-printed barcode labels to affix to the GQE test booklets for students who are retaking the GQE test during the 2010-2011 testing cycle. This collection is for public schools, charter schools, and accredited nonpublic schools

Central Point of Contact (DOE-CPC) – Collection Begins August 13, 2010 through June 30, 2011

This collection will allow direct contact from the department to designated areas and will be accessible to all offices of the department. Designate primary and/or secondary contacts for areas of data collection and general information. Contact areas include but are not limited to STN Site Administrator, Title I, Language Minority, Treasurer, Attendance (DOE-AT) and McKinney-Vento Liaison. Additional contact areas have been added for Health Services. The contacts can be updated throughout the school year. This collection is for public schools, charter schools, and accredited nonpublic schools. The initial collection should be completed by August 31, 2010.

Real Time (DOE-RT) Collection Begins August 19, 2010

The collection of real-time data is required under IC 20-19-3-9. The Department is required to obtain and maintain information in such a manner that permits any person with authorization to accurately determine where a student is enrolled and attending classes within two (2) regular instructional days of the date of the inquiry. Real Time data is collected by Wednesday or Thursday of every week. This is a required collection for public schools and charter schools and is optional for accredited nonpublic schools and freeway schools.

Testing Online and Barcode Labels – Collection Begins on September 3, 2010

This data collection for 2010-2011 is to gather student information for testing online and obtaining barcode labels for the test. This is for all ECA English I, Algebra I and Algebra II, Biology I, ISTEP+, Las Links and possibly IMAST tests to be administered. Multiple collection dates will be posted in the data layout and the STN Home page for all Test administrations (Fall, Early Winter, Late Winter, Spring and Summer). This is a required collection for all public schools, charter schools, accredited nonpublic schools and freeway schools.

Students Not Tested (DOE-NT) Begins September 13, 2010 through September 30, 2010

This data collection is to gather information on students who did not take ISTEP+/ISTAR/IMAST/ECA during the required testing windows. This reporting will reconcile students flagged as enrolled but not participating. The DOE will provide data based upon data received from the testing service. This is a required collection for Public and Charter schools.

Membership (DOE-ME) – Collections Begins September 17, 2010 through September 30, 2010

This data collection gathers the Average Daily Membership (ADM) type of students and Full Day Kindergarten students taken on September 17, 2010. Collection in December and May are no longer required. The September collection of ADM will be used in the calculation of State Support 2011. This collection is for public schools and charter schools.

Student Residence Report (DOE-SR) – Collection Begins September 17 through September 30, 2010

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School for the current school year. Based on legislation and the rules of the State Board of Education, the first count of students will occur on September 17, 2010. This collection is for new charter schools (those starting their first year of operation) located in Marion County.

Dropout and Mobility Report (DOE-DM) – Collection Begins October 1, 2010 through November 8, 2010

The DOE-DM Report contains student dropout and mobility information for students enrolled in the 2009-2010 school year that left prior to the end of the school year or for students that completed the 2008-2009 school year but did not return by October 1, 2009. This collection is for public schools, charter schools, and accredited nonpublic schools.

GED Recipient Report

The GED Recipient screen will allow the lookup of students under the age of 21 that passed the GED. This feature will assist you in tracking your dropouts. The most current information is available from October 2009 – October 2010. This feature is available in the Application Center.

Graduates (DOE-GR) – Collection Begins October 1, 2010 through November 8, 2010.

The purpose of this data collection is gather student information on the graduates of the 2009-2010 school year. This data will be used in determining the cohort used for the graduation rate. This collection is for public schools, charter schools, and accredited nonpublic schools.

English Language Learners (DOE-LM) – Collection Begins October 12 through October 23, 2010

This data collection gathers the student information on language minority and immigrant students for the 2010-2011 school year. This collection is for public schools, charter schools, and accredited nonpublic schools.

Certified Employee (DOE-CE) – Collection Begins October 1 through October 31, 2010

The DOE-CE Report contains basic staffing information and will need to be completed at the corporation. This Report contains a record for each certified employee in the school corporation. Update any information that is incorrect and complete the contract days, salary, supplemental salary, and all other information as of October 1, 2010. This collection is for public schools and charter schools, also for accredited nonpublic schools that serve students in grades 9-12.

Noncertified Personnel Report (DOE-NE) – Collection Begins October 1 through October 31, 2010

The DOE-NE Report contains noncertified employee information as of October 1, 2010. This report is available at: <http://www.doe.in.gov> by clicking on the 'K-12 School Data' link and then click on '2010-2011 Non Certified Personnel Data Entry' and follow the directions from there. This collection is for public schools and charter schools.

Textbook Reimbursement (DOE-TB) – Collection Begins October 1 through October 31, 2010

The purpose of this data collection is to gather information required for Textbook Reimbursement by student. The 2010-2011 is prepared for you by aging the data from the 2010-2011 collection and then downloaded in the Application Center. Upon completion the file can be transferred to the Application Center for determining accuracy. This collection is for public schools, charter schools, and accredited nonpublic schools

Direct Verification (DOE-DV) – Collection begins October 1, 2010 through December 31, 2010

The purpose of this data collection is to expedite and assist in the USDA required verification of a sample of Free and Reduced Price Meal Applications. USDA regulations require that a sample (3%) of Free and Reduced Price Applications be verified annually, beginning on October 1. Task must be completed by November 15th of each year. Participation in Direct Verification is voluntary for public school, accredited nonpublic schools and charter schools.

Special Education Participant Count (DOE-SE) – Collections Begin December 1, 2010, and April 1, 2011

Student information pertaining to exceptional learners is collected separately on the DOE-SE Special Education. Count each student that is receiving instructional services from your school on December 1 and April 1. The October collection of DOE-SE is no longer required. This collection is for public schools and charter schools.

Certified Position (DOE-CP) – Collection Begins December 30 through February 4, 2011 and May 1, 2011 through June 16, 2011

The DOE-CP Report contains information about subjects taught, classroom settings and highly qualified teachers. New for the 10-11 school year is a unique class id that must be assigned to the course, class and teacher at each school. DOE-CP can be completed at the school building level. It must also include central office staff. The Subject and Level codebook, as well as codes for completion, are available on the STN home page. Please use the most current codebook for 2010-2011. This collection is for public schools and charter schools, also accredited nonpublic schools that serve students in grades 9-12.

Course Completion (DOE-CC) – Collection Begins December 30 through February 25, 2011 and May 16, 2011 through June 30, 2011.

This is a new collection for the 2010-11 school year. This collection will be available for a pilot test before the collection begins. The DOE-CC Report gathers information on the number and type of courses that students complete throughout the school year. The class id reported on the DOE-CP will be reported on the students to gather enrollment by course and course completion. This collection is for public schools and charter schools, and also accredited nonpublic schools that serve students in grades 9-12.

Homebound/Hospitalized (DOE-HB) – Collection continues through December 1, 2010

The purpose of this data collection is gather information on students that receive instruction at home or at a hospital **due to injury or illness** at any time during the collection period. This collection continues for 2010 through December 1, 2010. This collection is for public schools and charter schools.

Data Collection Periods

Verifying the accuracy of all data reported is essential to ensuring that this information accurately represents your school corporation and school buildings. The process for submitting these data will include specific collection periods:

- **Trial Collection Period** – The time period for schools to submit data and check the validity of the data and the transfer of the file. Trial collection periods will not occur with every collection.
- **Collection Period** – The time period when the actual data are due. Reports that are available under Data Verification for each collection should be reviewed and approved by the person responsible for certifying the accuracy of the data.
- **Signoff Period** – The time period when all data have been transferred and accepted as accurate and final by the reporting corporation or school. Signoff may be electronic and require a selection in the Application Center or a paper copy returned with the appropriate signature to the Department of Education. Instructions are described in each data layout.

If you have questions, please contact the Department's Center for Information Systems at 317-232-0808 or 800-527-4931, Office of Data Collection and Reporting.